

Frequently Asked Questions and Answers

1. Does the New York State Department of Health maintain a registry of persons who have successfully completed a home health aide training program?

The New York State Department of Health does not keep a roster of home health aides nor does it keep a copy of home health aide certificates.

2. Who approves home health aide training programs?

The New York State Department of Health and the New York State Education Department approve Home Health Aide Training Programs.

3. Can a home health aide training program charge tuition?

A home health aide training program approved by the New York State Department of Health can **not** charge tuition but a program approved by the New York State Education Department is allowed to.

4. Can programs approved by the New York State Department of Health charge any fees?

A participant fee not to exceed \$100.00 may be charged for materials that students are required to have and will retain upon completion or separation from the program.

5. Who issues certificates to the individuals who complete the requirements of the Home Health Aide Training Program?

The individual home health aide training programs issue the home health aide certificates.

6. How long is the Home Health Aide Training Program required to keep on file a copy of a certificate after an individual has completed the home health aide training program?

Home Health Aide Training Programs are required to maintain records for six years of those aides who received certificates upon successful completion of their program.

7. Can the New York State Department of Health verify a Home Health Aide Certificate as valid?

The New York State Department of Health can only verify that a Home Health Aide Training Program existed at the time that the certificate was issued.

8. How does a hiring agency verify that a Home Health Aide Certificate is valid when the Home Health Aide Training Program is no longer operational?

The hiring agency must contact the previous employer; obtain a work reference and verify that the applicant worked in compliance with regulation as a home health aide. (The previous employer may also have a copy of the original certificate on file that they verified at the start of employment.) If records are not available and the previous employer is not accessible to provide documentation, the agency must advise the individual to repeat the training.

9. For how long after issuance does a home health aide certificate remain valid?

Home health aides in New York State remain certified as long as they work for a home health agency, which is certified or licensed by the New York State Department of Health. The home health agency where the home health aide is employed must provide nursing supervision and 12 hours of in-service training per year.

If the aide leaves the employment of an agency to work privately in New York State or to work out-of-state, the home health aide certification lapses two years from the date that the person last worked at a home health agency in New York State.

10. What individuals are eligible to complete the competency evaluation program only, in lieu of training?

The following individuals are eligible to complete the competency evaluation:

- A nursing assistant who has worked one year full time in a general hospital within the past five years.
- An individual with documented home health aide or nurse aide training.
- A nursing student who has completed fundamentals of nursing coursework.
- A home health aide with documented home health aide training and who has not been employed as a home health aide for 24 consecutive months.

11. Where can I take a competency evaluation in lieu of training?

An agency that operates a home health aide training program can provide a competency evaluation, which includes a written exam and a demonstration of skills.

12. How long does it take to complete home health aide training?

Home health aide training programs are allowed 60 days from the day an individual enters the program to complete the 75 hours of training required to become certified as a home health aide. This includes 16 hours of supervised demonstration of skills, eight hours in the classroom and eight hours with a patient in the home or in a health care facility (not a nursing home).

13. For how long can a home health aide training program hold a certificate after training is complete?

Home health aide training programs are allowed 30 days from the last day of training to issue a certificate.

14. How can a personal care aide become certified as a home health aide?

Personal care aides who have a certificate from an approved training program may apply to a home health agency with a home health aide training program to receive the additional training that will lead to becoming certified as a home health aide certificate. The personal care aide will be tested for competency in skills prior to additional training being provided.

15. How can a Certified Nurse Aide become certified as a Home Health Aide?

Certified nurse aides who are registered in the New York State Nurse Aide Registry can become home health aides by attending a home health aide training program. Prior to providing training and issuing a home health aide certificate, certified nurses aides will be given a competency evaluation to assure that they are competent in the content and skills they received in the certified nurse aides training. The home health aide training program will then provide additional training in skills that they did not receive in the certified nurse aide training but are unique to the home care setting. Upon successful completion of both the competency evaluation and the additional training a certified nurse aide will be issued a home health aide certificate.